

## SERVICE BRANCH DIRECTOR JOB AID

**Position:** Service Branch Director

**Section:** Logistics Section

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**Mission:**

To provide services related to medical, communication, food, and sanitation needs to support response efforts.

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**Duties:**

- ☐ Report to Logistics Section Chief for situation briefing.
  - ☐ Determine essential services to meet response requirements.
  - ☐ Determine level of service required to support operations.
  - ☐ Confirm dispatch of branch personnel.
  - ☐ Participate in planning meetings of Logistics Section personnel.
  - ☐ Review Incident Action Plan.
  - ☐ Coordinate activities of service branch units.
  - ☐ Inform Logistics Section Chief of activities.
  - ☐ Resolve service branch problems.
  - ☐ Maintain unit/activity log (ICS form 214).
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